

UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OKLAHOMA
Vacancy Announcement # FY 21-03

Position Title:	Courtroom Deputy
Employment Type:	Full-Time, Permanent
Location:	Tulsa, Oklahoma
Area of Consideration:	Open to All Qualified Applicants
Grade/Annual Salary Range:	CL 26/01 - CL 27/61, \$46,600 - \$83,210 (depending on qualifications & experience)
Opening Date:	September 4, 2020
Closing Date:	Open Until Filled (to ensure consideration, apply by September 25, 2020)
Anticipated Report Date:	November 9, 2020

Position Overview: This position is in the Clerk's Office. The incumbent will perform the full range of courtroom deputy duties for either an Article III Judge or a Magistrate Judge. The position reports directly to the Chief Deputy Clerk.

Candidates should be mature, responsible, and poised, and possess tact, diplomacy, good judgment, analytical skills, initiative, a positive work attitude, and a commitment to public service.

Representative Duties:

- Assists with the management of judge's cases by calendaring and regulating their movement; monitoring filing of pertinent documents and timely responses to judicial orders; and, setting dates and times for hearings, trials and conferences.
- Keeps judge and immediate staff informed of case progress.
- Attends court sessions and assists with orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits.
- Takes notes of proceedings and rulings and prepares minute entries.
- Drafts orders as directed.
- Informs jury department of upcoming trials, need for jurors, etc.
- Assists judge and parties in jury selection and compiles records of jury selection and attendance.
- Acts as liaison between the Clerk's Office, the bar, and the judge to ensure cases proceed smoothly.
- Serves as a source of information on scheduling conferences, hearings, trials, and other case processes.
- Performs backup duties for other Article III and Magistrate Judges courtroom deputies, as required.
- Performs other Clerk's office duties, as assigned.

Required Qualifications:

- Must be a United States citizen or eligible to work in the United States.
- Must be a high school graduate, or equivalent.
- For CL-26, must possess a minimum of at least one year of specialized experience equivalent to work at the CL-25 level. For CL-27, must possess a minimum of two years of specialized experience with one-year equivalent to work at the CL-26.
- Must have solid computer skills.
- Must have excellent verbal and written communication and interpersonal skills.
- Must be well organized, detail-orientated, and self-motivated.
- Must be dependable and have a strong work ethic.
- Must display a pleasant and positive attitude and be service orientated.

Specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Court Preferred Qualifications:

- Prior courtroom experience and knowledge of courtroom procedures.
- Experience using a Case Management/Electronic Case Filing (CM/ECF) program.
- Experience using Microsoft Office products.
- Bachelor's Degree.

Job Requirements:

- Must exhibit the highest standards of excellence, integrity, and customer service, and display, at all times and to all persons, a courteous, professional and cooperative attitude.
- Must have the ability to maintain strict confidentiality.
- Must have the ability to take initiative and work successfully and collaboratively in a team-based environment where accuracy and attention to detail and procedure is critical.
- Must have the ability to work calmly under pressure, handle multiple tasks simultaneously, and adapt easily to change.
- Must have the ability to analyze problems and assess the practical implications of alternate solutions.
- Must have the ability to prioritize tasks and work assignments and consistently meet deadlines and targeted goals.
- Must have the ability to learn, understand, and use the Court's software programs.
- Must have the ability to learn, understand, and apply data quality principles/practices.
- Must have the ability to learn and apply a body of rules, regulations, directives or laws.
- Must have the capacity to employ one's knowledge, skills, and abilities in the resolution of problems.

Benefits: A generous benefits package is available which includes a minimum of 10 paid holidays; paid annual and sick leave; health, life, and long-term care insurance benefits; flexible benefits, a retirement plan, a Thrift Savings Plan(4014K), and wellness and employee assistance programs. For more information, please click [here](#). Also, the Federal Courthouse has an onsite fitness center and parking is provided.

Conditions of Employment: Applicants must be United States Citizens or eligible to work in the United States. Judiciary employees serve under excepted appointments, are considered “at-will”, and serve at the pleasure of the court. All court employees are required to adhere to a Code of Conduct which can be reviewed [here](#). A background investigation, including an FBI fingerprint and criminal records check, will be conducted. The selectee will be hired provisionally pending successful completion of the investigation and receipt of a favorable suitability determination. Investigate updates are required every five years. Court employees are required to use Electronic Fund Transfer (EFT) for payroll direct deposit. If hired at a lower level, promotion to a higher level, budget allowing and when determined qualified, could occur without further competition.

Application Process: To apply for this position, please submit: (1) a cover letter which addresses qualifications, skills, and experience necessary to perform the job duties; (2) a chronological resume; (3) a list of three professional references including contact information; and, (4) an Application for Judicial Branch Federal Employment (Form AO-78). The application form can be found [here](#).

The documents can be emailed, in one pdf, to okndhr@oknd.uscourts.gov or mailed to U. S. District Court, Northern District of Oklahoma, Attention: Human Resources Office, Page Belcher Federal Building, 333 W. 4th Street, Suite 411, Tulsa, OK 74103. Questions can be directed to 918-699-4841.

General Information: Only applicants selected for an interview will be contacted. If selected for an interview, any related expenses will not be reimbursed. The Court reserves the right to modify the conditions of this vacancy announcement or withdraw it without written or other notice. More than one vacancy may be filled under this announcement.

The United States District Court is an Equal Opportunity Employer